

The Annual Quality Assurance Report (AQAR) of the IQAC (For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IQA)

1. Name of the Institution : **Katwa College**

- Name of the Head of the institution : **Dr. Nirmalendu Sarkar**
- Designation: **Principal**
- Does the institution function from own campus: **Yes**
- Phone no./Alternate phone no.: **03453-255049/258434**
- Mobile no.: **9749110550**
- Registered e-mail: katcoll2009@gmail.com
- Alternate e-mail : drnir1965@gmail.com
- Address : **Dukbanglow Road**
- City/Town : **Katwa**
- State/UT : **West Bengal**
- Pin Code : **713130**

2. Institutional status:

- Affiliated / Constituent: **Affiliated**
- Type of Institution: Co-education/Men/Women : **Co-education**
- Location : Rural/Semi-urban/Urban: **Semi-urban**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify) : **Grants-in-aid/UGC 2f and 12(B)**
- Name of the Affiliating University: **University of Burdwan**
- Name of the IQAC Co-ordinator : **Dr. Kedar Nath Mitra**
- Phone no. : **9434575721**
- Alternate phone no. **8918510792**
- Mobile: **9434575721**
- IQAC e-mail address: igackatcoll@gmail.com

- Alternate Email address: kedarmitra99@gmail.com

3. Website address: <http://katwacollege.ac.in>

Web-link of the AQAR: (Previous Academic Year):

<http://katwacollege.ac.in/images/uploads/AQAR%202016-2017.pdf>

4. Whether Academic Calendar prepared during the year?

Yes, if yes, whether it is uploaded in the Institutional website: **Yes**

Weblink:

<http://www.buruniv.ac.in/bunew/Template.php?page=Information&subpage=AcademicCal>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B+	77.15	2007	from:2007 to: 2018
2 nd	C	1.65	2018	from:2018 to: 2023
3 rd	--	--	--	--
4 th	--	--	--	--
5 th	--	--	--	--

6. Date of Establishment of IQAC: **14/01/2016**

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Formation of Gender Sensitisation Cell	---	---
Feedback is collected from different stakeholders and analysed	---	---
Academic & Administrative Audit is prepared	---	---
Green Audit is prepared	---	---
Repairing and renovation works of laboratories is proposed and the said works have been started	---	---
SSR is prepared and submitted on 23.02.2018 for assessment and accreditation by NAAC	---	---

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc. **NIL**

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
--	--	--	--	--
--	--	--	--	--
--	--	--	--	--

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: No

*upload latest notification of formation of IQAC: NA

10. No. of IQAC meetings held during the year: 06

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website: <http://katwacollege.ac.in/images/uploads/IQAC-Resolution.pdf>

Yes/No: Yes

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No ✓

If yes, mention the amount: **NA** Year: **NA**

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- * Formation of Gender Sensitisation Cell is formed.
- * Feedback is collected from different stakeholders and analysed.
- * Academic & Administrative Audit and Green Audit are prepared.

* Repairing and renovation works of laboratories is proposed and the said works have been started.

* SSR is prepared and submitted for assessment and accreditation by NAAC

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. A threadbare discussion on further improvement of the overall academic atmosphere of the institution takes place in the IQAC meeting.	1. Follow-up discussion is made in the Governing Body meeting and the Principal is instructed to take necessary initiative in this regard.
2. To mitigate the problems due to shortage of support staff has been discussed in the	2. 31 support staff have been engaged and student - non-teaching staff ratio has been improved to a great
3. Renovation of laboratories	3. The renovation works are in progress.
4. To facilitate the activities of the Alumni Association and the Principal being the Secretary of the Association is requested to take necessary initiative in this regard.	4. A Seminar has been organised by the Alumni Association at 'Sanhati Mancha', the public theatre hall of Katwa to discuss on the newly introduced CBCS Course and Curriculum. Dr. Swapan Kumar Pan, Principal, Gushkara Mahavidyalaya. All stakeholders were invited.
5. To organise a Career Counselling Programme and to invite TCS through the University of Burdwan for this purpose.	5. The Career Counselling Programme has been organised in collaboration with TCS and fifteen students have been selected for appointment.
6. Establishment of ICT enabled Class Room.	6. ICT enabled Class Room has been established.
7. To prepare a bilingual discourse on the newly introduced CBCS Course and Curriculum and to publish .	7. The bilingual discourse has been prepared and duly published.

8. To frame new Master Routine(s) for different sections accommodating both old (1+1+1) and newly introduced CBCS Course and Curriculum.	8. Master Routines for B.A. (Day), B.A. (Morning), B.Sc., B.Com. have been prepared.
9.To procure books, equipments and chemicals	9. Procurement of books, equipments and chemicals has been started but the college is facing hurdles to carry on the process due to shortage of adequate funds because the College has not yet been able to create alternative sources that can generate enough funds for the purpose. It is to be noted in this respect that the College is a Grant-in-aid Institute with occasional government funding towards purchase of books and equipments. The rest of the expenditure is to be made from the College fund. This fund is generated by the Tuition Fees collected from the students and 50% of the collected Tuition Fees per annum is to be deposited with the Govt. Of West Bengal.
10.To proceed for Feedback analysis	10.Feedback collection from different stakeholders and analysis of the collected feedback has been done.

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: **Governing Body** Date of meeting(s): **12.11.2018**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: **No**

Date: **Not Applicable**

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: **2017-18**

Date of Submission: **15.02.2018**

17. Does the Institution have Management Information System?

Yes No

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

The college has adopted the information system for the following modules :

➤ Student admission and support

The entire admission process from availability of the admission form through paying the admission fee online and the final admission notification takes place online and bulk messaging system. After admission, the student registration under the affiliating university is also notified through bulk messaging system and registration status likewise. The college has an official Facebook page –KatwaCollege Admin which can be accessed by students and they can see all important notifications here.

➤ Examination

The college has purchased software named – College Administrative Management Software from e-campus. This software apart from several other functions also has the facility to conduct examinations online for the students. This practice will be materialized from the next session.

➤ Finance and Accounts

The salary of the permanent staff is credited to the employee's account through the IFMS system that is handled by the State Government. thekatwa college employees cooperative credit society also manages its affairs through IFMS. The variable interest of the loan is calculated by this system and the instalment is due is deducted from the salary of the concerned staff every month.

➤ Administration

The software also has the mechanism to maintain stock register provident fund and create effective professional network by enabling all employees to create official mail IDs that will help all stakeholders to effectively communicate regarding all academic and administrative matters. This will also pave the way for creating and maintaining an effective Alumni database.

Part-B

CRITERION I – CURRICULAR ASPECTS					
1.1 Curriculum Planning and Implementation					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words					
<p>The vision of the College is to spread quality education among students aspiring for a good future. The College also tries to provide education to learners belonging to backward classes and weaker economic sections of the society. The College strives to make the students beyond the syllabi through various activities of the NSS and NCC.</p> <p>The prospectus provides all information that a student needs.</p> <p>The College offers Honours in a number of subjects in Arts, Science and Commerce stream. The Honours subjects are teamed up with several General subjects. Apart from these, every learner has to study Compulsory Bengali, Compulsory English and Environmental Science during the 3yr course.</p> <p>The College does not enjoy any academic autonomy since it is affiliated to the University of Burdwan.</p> <p>The College suffers from a very low teacher-student ratio. However, very recently, after the new Principal joined the College, the 100 Point Roster has been rectified by BCW, Govt. of West Bengal, and the vacant posts are gradually being filled up. Eight new posts have also been created in the B.Ed department.</p> <p>Test examination is organised for Part I and Part II students who are going to sit for University examinations. Apart from this, class tests are conducted by the teachers to monitor the progress of the students from time to time.</p> <p>All academic activities are monitored by the Principal, IQAC and the Teachers' Council.</p>					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year NIL					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
-	NIOS	01/03/2018	Focus on employability/entrepreneurs hip – to train the untrained in service teachers in Primary/Upper Primary schools in elementary education.	This programme aims at enabling the target group to develop skills, competencies, attitude and understanding to make teaching and learning more effective.	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year NIL					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
DI.Ed.	01/03/2018	--	--		
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS	UG	PG
BAH	√		01.07.2017	√	
BAP	√		01.07.2017	√	
BSH	√		01.07.2017	√	
BSP	√		01.07.2017	√	

BCH	√		01.07.2017	√	
BCP	√		01.07.2017	√	
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students	NIL		NIL		
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
--		--		--	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
ENVS PROJECT and STUDY TOUR			2135 + 1730 + 29 (Botany) + 107 (Zoology) + 28 (Geography) = 4029		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	Yes	Yes	Yes	Yes	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
<p>The feedback committee of the college decided to conduct feedback from four stakeholders namely, the students, teachers, alumni and parents. Questionnaires were prepared accordingly. The feedback report for three stakeholders, i.e. students, teachers and the alumni has already been completed for the session 2017-18 while that of the parents is under process since sufficient data was not available for the same. The questionnaires with opinions are collected and the result is arrived at through statistical method. After this the result is presented in the form of pie chart for each question. All the questions for each stakeholder has been analysed in a similar manner and the report is uploaded in the college website. The analysis report has been presented in the governing body where the decision regarding utilization of the analysis will be taken.</p>					
CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1. 1 Demand Ratio during the year					
Name of the Programme	Number of seats available	Number of applications received		Students Enrolled	
BAH	567	5517		397	
BAP	1983	4010		1414	
BSH	283	2782		232	
BSP	220	1375		135	
BCH	73	16		09	
BCP	217	10		03	
2.2 Catering to Student Diversity					
2.2.1. Student - Full time teacher ratio (current year data)					

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
1st	2135	NA	46+16+6 = 68	NA	NA
2 nd	1913		46+16+6 = 68		
3rd	1730		46+16+6 = 68		

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
103	17	Desktop, Laptop, LCD projector, LCD TV, Smart Board, Computation Lab (Physics), Computer Lab (Mathematics), Remote Sensing and GIS Lab (Geography), Computer Lab (Commerce), etc.	1	7	N-LIST, NDL, vle.du.ac.in, etc

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

The economically challenged students who are admitted apply for free ship which are sanctioned accordingly and they avail of it. The faculty in each department try to identify three levels of learners in the honours classroom – the weak, average and advanced learner and try to negotiate their teaching activity accordingly striving to cater to the learners according to the level they are in. A mentor-mentee committee will be newly set up in 2018-19 that will work towards striving to give a concrete proposal for a formal mechanism for the same.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
5778	68	85 : 1

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
64	48	16	02	22

2.4.2 Honours and recognitions received by teachers
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
NIL	Not applicable	Not applicable	Not applicable

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year: Katwa College is affiliated to the University of Burdwan and the entire examination system i.e., question paper setting, moderation, examination, answer-script evaluation and publication of result is done by the University and the College, by no means, bears the responsibility of publishing result of semester-end/year-end examination within a stipulated time. Regarding information about programme of semester-end/year-end examination and publication of result the university website, www.buruniv.ac.in may be consulted.

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
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2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Class tests and test examinations before the finals are held to gauge the improvement made by the learners in their field of study in the 1+1+1 system.

The affiliating University has introduced Choice Based Credit System on the basis of semesters from the session 2017-2018 onwards. Internal evaluation of the students in all subjects by the teachers is mandatory under this system since marks obtained in these internal tests are to be added to the marks of University examination held at the end of the semester. The internal evaluation of students can have three forms, viz. class test, seminar presentation or assignment.

This is the only institution within the sub-division that offers Honours course in six Pure Science and Bio Science subjects. Honours in eight subjects are offered in Humanities along with General course in all of them. A huge number of students are admitted to the general Course. Therefore, continuous internal tests can be held for Honours students only as the teacher-student ratio is not promising at all.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At least two internal testes are held during the semester as introduced under CBCS before the final examination is held at the end of the semester. In case of 1 +1+1 system test examinations are held before the students appear for final examination. The College mentions the date of the unit tests and internal tests in the academic calendar of the year. Nevertheless, it is not always possible to strictly adhere to the dates since the College acts as a venue for all university examinations. The dates of the university examination vary each year; therefore the date of the internal tests has to be

changed accordingly.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes

for all programs offered by the institution are stated and displayed in website of the institution (the weblink to be provided) : http://katwacollege.ac.in/co_po.php

2.6.2 Pass percentage of students (1+1+1) system

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
AP	B.A. (General)	667	164	24.59
AH	B.A. (Honours)	275	214	77.82
SP	B.Sc. (General)	93	39	41.94
SH	B.Sc. (Honours)	181	105	58.01
CP	B.Com. (General)	02	01	50.00
CH	B.Com. (Honours)	00	00	--

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

The feedback conducted by the feedback committee of the college for the students is the only means of awareness regarding the campus experience of the students. The satisfaction survey conducted by NAAC before the recent visit of the Peer Team is a formal exposure for the students to the online mechanism where the score was 3.06. The college will strive to start a portal for a formal online survey on its own from 2018-19 session.

<http://katwacollege.ac.in/feedback.php>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	--	--	--	--
Minor Projects	03	UGC	Rs. 922000/-	Rs. 752000/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored Projects	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students Research Projects (other than compulsory by	--	--	--	--

<i>the College)</i>				
International Projects	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	Rs. 922000/-	Rs. 752000/-

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year NIL

Title of Workshop/Seminar	Name of the Dept.	Date(s)
--	--	--

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
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3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
MEDICINAL & AROMATIC PLANT GARDEN	CHARAK UDYAN	UGC

Name of the Start-up	Nature of Start-up	Date of commencement
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3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards: NIL

State	National	International
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3.3.2 Ph. Ds awarded during the year (*applicable for PG College, Research Center*): None

Name of the Department	No. of Ph. Ds Awarded
--	--

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	Bengali	03	--
	Sanskrit	02	--
	B.Ed.	03	--
International	Chemistry	04	4.95
	Pol. Science	02	--
	Mathematics	03	--

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
Bengali	02
B.Ed.	02
Political Science	01

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Dehydration of the Uranyl Peroxide Studtite, [UO ₂ (n ² -O ₂)(H ₂ O) ₂]-2H ₂ O, Affords a Drastic Change in the Electronic Structure: A Combined X-ray Spectroscopic and Theoretical Analysis	<i>Tonya Vitova, Ivan Pidchenko, Saptarshi Biswas, Saptarshi Biswas, George Beridze, Peter W. Dunne, Dieter Schild, Zheming Wang, Piotr M. Kowalski, and Robert J. Baker</i>	Inorganic Chemistry	2018	1	Yes	1
Structural Variability of 4f and 5f Thiocyanate Complexes and Dissociation of Uranium(III)-Thiocyanate Bonds with Increased Ionicity	Saptarshi Biswas <u>Shuwen Ma</u> , <u>Stefano Nuzzo</u> , <u>Brendan Twamley</u> , <u>Andre w T. Russell</u> , <u>James A. Platts</u> , <u>František Hartl</u> , <u>Robert J. Baker</u>	Inorganic Chemistry	2017	2	Yes	2
A Bis(Boronic Ester)-Based Fluorogenic and Chromogenic Sensor for F ⁻ and Cu ²⁺	Dinesh Maity, Nairita Hari, Sasankasekhar Mohanta	Chemistry Select	2017	3	No	3
Synthesis, Structural Characterization, and Luminescence Switching of Diarylethene-Conjugated Ru(II)-Terpyridine Complexes by trans-cis Photoisomerization: Experimental and DFT/TD-DFT Investigation	<i>Poulami Pal, Shruti Mukherjee, Dinesh Maity, and Sujoy Baitalik</i>	Inorganic Chemistry	2018	1	Yes	0
Study of Predator prey model with modified Leslie Gower and Holling type III	Nijamuddin Ali <i>et al</i>	Modelling Earth Systems and Environment (UGC Sl. No.	2018		Yes	

Schemes		48453)				
The relationship among secondary level students' mathematics anxiety in the district of Burdwan	Nijamuddin Ali <i>et al</i>	<i>International Journal of Research in Management and Social Science</i> (UGC Sl. No-48996)	2018		Yes	
Study of LG-Holling Type-III predator-prey model with disease in predator	Nijamuddin Ali <i>et al</i>	<i>Journal of Applied Mathematics and Computing</i> (UGC Sl.No-21400)	2017		Yes	
Peasantry and the Colonial Debate in Central Provinces:Structural Conditions and Continuities	Nandita Banerjee <i>et al</i>	Vidyasagar University Journal of History, Peer-Review ISSN.2321-0834	2018		Yes	
The position of Gond Women in Central Indian Tribal Society:Their Marriage Conventions	Nandita Banerjee <i>et al</i>	Modern Historical Studies A Refereed Journal of the Department of History,Rabin dra Bharati University, Peer-Review ISSN.0972-6756	2018		Yes	
A detailed Rough Set Theoretic and Logical Study of an approximation pair due to Pomykala viz. P_1 .	Pulak Samanta <i>et al</i>	The 11th International Conference MSAST 2017, December 21 - 23, 2017, Kolkata, India.	2017		Yes	

Plant growth promoting and antagonistic Activity of <i>Bacillus</i> strains isolated From rice rhizosphere	Subhasish Mondal <i>et al</i>	International journal of Pherma and Bioscience	2017		Yes	

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Dehydration of the Uranyl Peroxide Studite, [UO ₂ (n ² -O ₂)(H ₂ O) ₂].2H ₂ O, Affords a Drastic Change in the Electronic Structure: A Combined X-ray Spectroscopic and Theoretical Analysis	<i>Tonya Vitova, Ivan Pidchenko, Saptarsi Biswas, George Beridze, Peter W. Dunne, Dieter Schild, Zheming Wang, Piotr M. Kowalski, and Robert J. Baker</i>	Inorganic Chemistry	2018	2	1	Yes
Structural Variability of 4f and 5f Thiocyanate Complexes and Dissociation of Uranium(III)-Thiocyanate Bonds with Increased Ionicity	<u>Shuwen Ma, Stefano Nuzzo, Brendan Twamley, Andrew T. Russell, James A. Platts, František Hartl, Robert J. Baker</u>	Inorganic Chemistry	2017		2	Yes
A Bis(Boronic Ester)-Based Fluorogenic and Chromogenic Sensor for F ⁻ and Cu ²⁺	Dinesh Maity, Nairita Hari, Sasankasekhar Mohanta	ChemistrySelect	2017		3	Yes
Synthesis, Structural Characterization, and Luminescence Switching of Diarylethene-Conjugated Ru(II)-Terpyridine Complexes by trans-cis Photoisomerization: Experimental and DFT/TD-DFT Investigation	<i>Poulami Pal, Shruti Mukherjee, Dinesh Maity, and Sujoy Baitalik</i>	Inorganic Chemistry	2018		0	Yes

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
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Attended Seminars/ Workshops	Nil	Nil	04	Nil
Presented papers	15	08	04	Nil
Resource Persons	Nil	Nil	Nil	Nil

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Plantation Programme (16.07.2017)	NSS, Katwa College	12	215 volunteers
Celebration of Independence Day	NSS and NCC , Katwa College	23	200 volunteers, 50 NCC cadets and general students
Participation at Yuva Utsav to observe 155 th Birth Aniversary of Swami Vivekananda (12.01.2018)	Vivekananda Pathachakra, Ghutkiapara	03	30 volunteers
Participation and management (08.02.2018)	Supreme Knowledge Foundation Group of Institution	03	60 volunteers and Programme Officers
First aid Training by St. Johns Ambulance at Katwa College (28.03.2018 to 31.03.2018)	St. Johns Ambulance, Katwa	03	34 volunteers

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
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3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Village adoption	NSS, Katwa College	Special Camp at Prodhana Para, Khajurdihi	Three	300 volunteers
State Republic Day Parade at B. C. Roy Sishu Udyan, Kolkata	State Govt.	Celebration of Republic Day	One	Koushik Chakraborty and Jayanta Prodhana – two volunteers were selected from Katwa College as

				well as from Burdwan University and participated in the Republic Day Parade at Red Road (from 05.01.2018 to 26.01.2018)
Celebration of Republic Day	SDO Office, Katwa	Participation to The Republic Day Parade arranged by SDO Office, Katwa ad Katwa Kashiram Das Vidyayatan, Katwa	Three	50 volunteers, general students, NSS Programme Officers and Support Staff
Yuva Utsav (12.01.2018)	Vivekananda Pathachakra, Ghutkiapara	Participation at Yuva Utsav to observe 155 th Birth Aniversary of Swami Vivekananda)	Three	30 volunteers
Quiz Contest (08.02.2018)	A.M. Engineering College	Participation and management	Three	60 volunteers and Programme Officers
First Aid Training (28.03.2018 to 31.03.2018)	St. Johns Ambulance, Katwa	First aid Training by St. Johns Ambulance at Katwa College	Three	34 volunteers

3.5 Collaborations: Nil

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
--	--	--	--

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year NIL

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
--	--	--	--	--

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year NIL

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
--	--	--	--

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Rs. 10650000/-	Rs. 6362656/-

4.1.2 Details of augmentation in infrastructure facilities during the year		
Facilities	Existing	Newly added
Campus area	15.6 acres	--
Class rooms	35	--
Laboratories	23,700 sq ft	--
Seminar Halls	2320 sq ft	--
Classrooms with LCD facilities	07	--
Classrooms with Wi-Fi/ LAN	17	--
Seminar halls with ICT facilities	01	--
Video Centre	--	--
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 18.6400 Lakhs	Rs. 9.60029 Lakhs
Others		

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA customised	Partial	KOHA (cloud) Version: 16.05.07.000	December, 2016

4.2.1 Library Services:

DAY Library	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32452	Rs. 56,25,395.00	514	Rs. 1,07,876.00	32966	Rs. 57,33,271.00
Reference Books	5887	Rs. 24,19,962.00	248	Rs. 1,87,345.00	6135	Rs. 26,07,307.00
e-Books	NIL	--	--	--	--	--
Journals	38	Rs. 1,32,591.00	38	Rs. 17,936.00	38	Rs. 1,50,527.00
e-Journals	NIL	--	--	--	--	--
Digital Database	N-LIST	--	--	--	N-LIST	Rs. 5750.00 (yearly subscription)
CD & Video	44	--	02	--	46	--
Library automation	KOHA	--	00	--	KOHA	Rs. 17,700/- (yearly subscription)
Weeding (Hard & Soft)	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

Morning Library	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2772	--	324	Rs. 57,634/-	3096	--
Reference Books	--	--	--	--	--	--
e-Books	--	--	--	--	--	--
Journals	--	--	--	--	--	--
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Library automation	--	--	--	--	--	--
Weeding (Hard & Soft)	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

B.Ed. Library	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4276	Rs.6,83,675/-	144	Rs.15,066/-	4420	Rs. 6,98,441/-
Reference Books	600	Rs. 2,25,046/-	--	--	600	Rs. 2,25,046/-
e-Books	--	--	--	--	--	--
Journals	95	Rs. 5070/-	177	Rs. 5620/-	272	Rs.10,690/-
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Library automation	--	--	--	--	--	--
Weeding (Hard & Soft)	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	65	02	44	02	--	11	54	4 MBPS	--
Added	02	00	00	00	--	02	00	--	--
Total	67	02	44	02	--	13	54	4 MBPS	--
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
4 MBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
--					--				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc NIL									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e - content		
--		--			--		--		

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs. 1377745/-	Rs. 2880569/-	Rs.17940777/-	Rs. 4448514/-
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link) Matters of construction/repair related development work are itemized in the meetings of the Governing Body for discussion. After approval of the GB estimates are asked for from government agencies of the State Government like Katwa Municipality, Purba Bardhaman Zila Parishad, PWD & the Soil Testing Department of Jadavpur University. The estimate is placed in the GB for ratification and after ratification work order is handed over to the PWD for starting the work. After completion of the work, PWD submits the Utilization Certificate which is again ratified in the GB.			
Library link: http://katwacollege.ac.in/library.php?itm=1			
Sports link: http://katwacollege.ac.in/sports.php			

Computers link: http://katwacollege.ac.in/internet_computer.php

Academic link: http://katwacollege.ac.in/academic_activity.php

Online admission link: http://katwacollege.ac.in/admission_norms.php

Student support link: <http://katwacollege.ac.in/nss.php>, <http://katwacollege.ac.in/ncc.php>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Free-ship	72	Rs. 30620/-
Financial support from other sources			
a) National	KANYASHREE (K-1) (State Govt.)	75	Rs. 1000/- per student per annum
	KANYASHREE (K-2) (State Govt.)	598	Rs. 25,000/- per student, single instalment
	INSPIRE	23	This scholarship is directly deposited into applicant's Bank A/C, hence data is not available;
	CHIEF MINISTER (State Govt.)	288	„
	MERIT-CUM-MEANS	292	„
	BEEDI SHRAMIK	40	„
	SC	754	„
	ST	18	„
	OBC-B	651	„
	OBC-A [NSP] (State Govt.)	556	„
	OBC-B [TSP] (State Govt.)	316	„
	PWD	04	„
	BSF	02	„
	PRIYAMBADA BIRLA [Non-Govt.]	11	„
	S. R. JINDAL [Non-Govt.]	123	„
	BOARD OF AUGAF [Non-Govt.]	04	„
	HDFC [Non-Govt.]	01	„
	SYLHET [Non-Govt.]	01	„
	G. P. BIRLA [Non-Govt.]	01	„
	J.M. SETHA SHIVA	01	„

b) International	--	--	--		
Total number of Govt. Scholarship = 3617, Total number of Non-Govt. Scholarship = 142					
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved		
--	--	--	--		
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018	Job training and Placement Programme by TCS	100	15	15	15
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year No case of grievance has been reported this session.					
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal	
--		--		--	
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
TCS	100	15	--	--	--
5.2.2 Student progression to higher education in percentage during the year Data is not available					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
--	--	--	--	--	--
5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services) Data is not available					
Items		No. of Students selected/qualifying		Registration number/roll number for the exam	

NET	--	--
SET	--	--
SLET	--	--
GATE	--	--
GMAT	--	--
CAT	--	--
GRE	--	--
TOFEL	--	--
Civil Services	--	--
State Government Services	--	--
Any Other	--	--

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Cultural Activities :-.

Activity	Level	Participants
Annual Sports	UG	100
Inter-class competition	B.Ed.	22
Interclass cricket for both boys and girls	UG	96
Interclass football for boys	UG	56
Interclass volley ball competition	UG	28
Interclass chess competition	UG	12
Interclass cards competition	UG	12
Teacher-student friendly cricket match	UG	46
Annual Social Function	UG	Over 3000
Inter-class cultural competition	UG	35
Intra-class cultural competition	B.Ed.	16
Freshers' Welcome	UG	Over 2500
Freshers' Welcome	B.Ed.	~ 100
Nabi Diwas	UG	~200
Teachers' Day celebration	UG	~200
Teachers' Day celebration	B.Ed.	~70
Vasantotsav	B.Ed.	~80

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
--	--	--	--	--	--	--

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

- The students are the most important stakeholders of the Institution and they are represented through a Students' Union elected democratically. The Students' Union plays a very active role in all academic and administrative activities of the College.
- The Students' Union communicate all academic decisions of the Teachers' Council, such as beginning of class at the opening of the session, class routine, dates of internal tests as well as dates of University examinations that are announced by the affiliating University.
- The General Secretary (GS) of the Students' Union is an ex-officio member of the Governing Body and also the IQAC. As member of these bodies the GS expresses the opinions and needs of the students as a whole and his/her ideas are given considerable importance in the meetings of these bodies.
- The Students' Union plays a positive part in celebration of various important days such as the Independence Day, Republic Day, Foundation Day of the College and Teachers' day, Freshers' Welcome, College Social, Annual Sports, Saraswati Puja and Nabi Diwas.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes

- The association registered with the name Katwa College Alumni Association (Reg. No. S/2L/No. 62185 of 2016-17) was formed with effect from 09.12.2016. being a nascent body, it has only started its work last year.
- With emphasis on Expansion, Equality, Excellence and Employability, the association has so far been able to provide financial help to the meritorious students from economically challenged backgrounds.
- The association proposes to hold talks and seminars in future.
- The association collects funds from its alumni for various social work and development of the college.
- It maintains and updates a register of the Alumni.

5.3.2 No. of ~~registered~~ enrolled Alumni : **772**

5.3.3 Alumni contribution during the year (in Rupees) : **NIL**

5.3.4 Meetings/activities organized by Alumni Association : **One** (16/08/2017)

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The official website of the college has been redesigned keeping in mind the upcoming requirements by a website committee. The committee was set up in the teacher's council meeting. After the appointment, the committee met several times along with the professional designer to decide on the layout and the contents

of the same. The layout was placed before the teacher's council for its approval and it replaced the older version.
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial: Partial
6.2 Strategy Development and Deployment
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
❖ Curriculum Development: The teachers have started preparing course outcomes for the contents of the syllabi and the same are being uploaded. It is a continuous process.
❖ Teaching and Learning: Inter Disciplinary Special Lectures both by internal teachers of the institution and by external faculty, experts in their fields was decided to be conducted. These lectures have already been delivered at the onset of the current session (2018-19). Film screenings of adapted versions of literary texts have been conducted.
❖ Examination and Evaluation: Class tests have been taken beside two formal Intra-Semester Examinations. Semester-end/Year end examinations have been conducted by the affiliating University. Student seminars by groups have been conducted that have facilitated research interests and orientation. Student projects followed by viva voce and regular tutorials based on visual and verbal techniques add an interesting touch to the evaluation method apart from the written examination form.
❖ Research and Development The College has a Research & Journal Committee which approves applications for Minor Research Project. Applications of PTAC is processed by the UGC Nodal Officer..The College publishes a bi-annual double blind peer reviewed online academic journal named <i>International Journal of Research on Social & Natural Sciences</i> . The publication of this journal is supervised by the Research & Journal Committee.
❖ Library, ICT and Physical Infrastructure / Instrumentation: There are three libraries – Day, Morning and B.Ed. The details about Library has been given in Metric No. 2.3.1, 4.2.1 and 4.3.1. Procurement of books has been started to meet the requirement of departments as referred in the newly introduced CBCS syllabus. One ICT enabled class room has been started functioning. The College within its financial limitations has started purchasing equipments needed to run the CBCS courses and curriculum.
❖ Human Resource Management: The canteen has been renovated and the menu has been modified to accommodate the interests of all the stakeholders who travel a considerable distance. The renovation of the security guard sitting area started. The college is in tireless effort for having non-teaching staff pattern from the state Government but has not yet succeeded. However the college has started a procedure to deploy some casual support staff, both skilled and unskilled, to improve the student-to-non-teaching staff ratio which will definitely help the administration to run student-related bulk assignments, like, admission, registration, examination related jobs and also to run laboratories smoothly.
❖ Industry Interaction / Collaboration NIL
❖ Admission of Students Admission of students is completed online with the help of software purchased from a private concern. Subject-based merit lists are prepared for Honours & General courses and candidates are admitted online till the stipulated intake approved by Burdwan University is reached. The College strictly follows the rules of the State Government regarding admission of candidates under reserved categories. Testimonials of the admitted students are

verified before commencement of classes					
6.2.2 : Implementation of e-governance in areas of operations:					
❖ Planning and Development: College has sought for plan and estimate for repair and renovation of the Heritage building (Main Building), Canteen, and Indoor Sports Complex. Tenders and quotations are invited through college website, www.katwacollege.ac.in . Advertisements are also given in Newspapers.					
❖ Administration: Salary of permanent staff is done through IFMS, a state government portal.					
❖ Finance and Accounts: Internal Audit of the College is conducted every year by a firm chosen by DPI, Government of West Bengal. The audit and the report is placed in the GB for deliberation and it advises the Principal to take measures on comments of the Audit Firm. The Planning Board allocates State Fund grant generated for books, equipments & chemicals to the various departments according to their requisition. Purchase Committee invites quotations on basis of the report submitted by Planning Board. Lowest bidder receives supply order; Finance Committee checks, verifies & approves the payment of the bills submitted by the vendor.					
❖ Student Admission and Support: Online facilities have been provided at different stages of Admission, viz. Admission Notification, Form-Fill-Up, preparation and publication of Merit List, acknowledgement of money receipt and details of verification schedule through e.mail and bulk message. College website has been extensively utilised to reach students bearing information about institutional freeship, different government and non-government scholarships, date and schedule of registration, examination form-fill-up and distribution of admit Cards, etc. Different government portals have been made use of to enlist students for different government and non-government scholarships.					
❖ Examination: Facilities are there for online registration, form fill-up for university examinations, online submission of marks of intra-semester evaluation.					
6.3 Faculty Empowerment Strategies					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
	NIL	NIL	NIL	NIL	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
	NIL	NIL	NIL	NIL	NIL
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
NIL		NIL		NIL	

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
2	2	NIL	31
6.3.5 Welfare schemes for			
Teaching	<ul style="list-style-type: none"> ➤ The College releases the salary for its employees on the 1st of every month. ➤ The College Fund pays the salary in case the grant from the State Government is delayed in case of faculty who have newly joined and their pay fixation is pending, and the money is later reimbursed. ➤ The College employees established a credit cooperative in February 1989 called Katwa College Employees' Credit Cooperative Society. The Society offers Short Term, Middle Term, medical, house-building and Personal loan on first-come-first serve basis as well as need basis. ➤ The teaching staffs of the College are covered under Group Insurance Scheme. ➤ A festival advance is bestowed upon all teaching staff, both permanent and casual, before puja vacation which is recovered later on from the salary from the salary without any interest. ➤ The College organizes Provident Fund loan for its employees as early as possible on need basis. ➤ The College provides quarters for its permanent teaching staff and librarians. However, all of them cannot be accommodated in the quarters as the number of quarters is only 26. ➤ College provides free Wi-fi and internet facilities to teachers. ➤ The College authority has initiated a practice of felicitating the retired staff. 		
Non teaching	<ul style="list-style-type: none"> ❖ The College releases the salary for its employees on the 1st of every month. ❖ The College employees established a credit cooperative in February 1989 called Katwa College Employees' Credit Cooperative Society. The Society offers Short Term, Middle Term, medical, house-building and Personal loan on first-come-first serve basis as well as need basis. ❖ The staffs of the College are covered under Group Insurance Scheme. A festival advance is bestowed upon all the employees, both permanent and casual, before puja vacation which is recovered later on from the salary from the salary without any interest. ❖ The College organizes Provident Fund loan for its employees as early as possible on need basis. ❖ College provides free Wi fi and internet facilities to teachers, non-teaching staff and students. ❖ The College authority has initiated a practice of felicitating the retired staff. ❖ The state government has announced an interim 7 % dearness allowance that the non-teaching staff will enjoy from January 2018 since they are not covered under UGC Scale. 		

	<ul style="list-style-type: none"> ❖ The College has a tie-up with Students' Health Home which provides free treatment to the students. ❖ Students from poor financial condition can avail of partial /full freships from Second year ❖ The college coordinates and makes arrangement of availability of government Stipends, Scholarships and financial grants of Minority, reserved categories, Kanyashree and Non-Government scholarships from Priyamvada Birla Trust, INSPIRE (TATA) and JINDAL trust. ❖ The college also makes arrangement for availability of National Merit Scholarships.
Students	

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Internal Audit of the College is conducted every year by a firm chosen by the Directorate of Public Instruction, Government of West Bengal. The audit as well as the report is placed in the Governing Body for deliberation. The body advises the principal to take measures on various comments of the Audit Firm.

External Audit is conducted either by the Higher Education Department or the Affiliating University as and when required. The initiation of this is not within the purview of the Institution. The college faced the last external audit in the session 2013-14.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III) : **NIL**

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
--	--	--

6.4.2 Total corpus fund generated **NIL**

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	Yes	GB
Administrative	No	--	Yes	GB

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

The departments have started conducting regular parents- teacher meet after the internal examination performance of the honours students. Feedback questionnaire for the parents was also prepared and from 2018-19 their feedback will also be analysed and reported for decision on utilization.

6.5.3 Development programmes for support staff (at least three) **NIL**

6.5.4 Post Accreditation initiative(s) (mention at least three) : SSR has been submitted on 23rd February and the College is taking preparation for NAAC PTV.

6.5.5

a. Submission of Data for AISHE portal : Yes				
b. Participation in NIRF : No				
c. ISO Certification : No				
d. NBA or any other quality audit : No				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
	Formation of Gender Sensitisation Cell	-	-	-
	Feedback is collected from different stakeholders and analysed	-	-	-
	Academic & Administrative Audit is prepared	-	-	-
	Green Audit is prepared	-	-	-
	Repairing and renovation works of laboratories is proposed and the said works have been started	-	-	-
	SSR is prepared and submitted on 23.02.2018 for assessment and accreditation by NAAC	-	-	-

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
--	--	Female	Male
--	--	--	--

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the College met by the renewable energy sources

Nil

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	Divyangjan students.
1. Separate Hostel facilities for Boys and Girls		
2. Most laboratories are in the Ground Floor		
3. Safe Drinking water facility at the Ground Floor		
4. Common Room for Girls at the Ground Floor		
5. The College has a tie-up with Students' Health Home for providing medical treatment in their hours of need		

Provision for lift	No	
Ramp/ Rails	No	
Braille Software/facilities	No	
Rest Rooms	Yes	
Scribes for examination	Yes	
Special skill development for differently abled students	No	
Any other similar facility	(i) Most laboratories are in the Ground Floor (ii) Safe Drinking water facility at the Ground Floor (iii) Common Room for Girls at the Ground Floor	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018	4	4	1. 10/07/2017 2. 01/04/2017 - 31/03/2018 3. 09/04/2018 4. 21/08/2018	1. Requesting State Bank of India to open an e-Corner at Katwa College 2. Renewal of the agreement with the Post Office , Katwa College Branch 3. Requesting Katwa Municipality for (a) highten the front road, (b) installation of high-mast light, (c) connection of interior drainage system with the municipal sewerage system and (d) supply of vats – one for the college and the other for the Girls' Hostel. 4. Provide rooms for Electoral list correction	4	Not applicable

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

http://www.katwacollege.ac.in/code_of_conduct.php

Title	Date of Publication	Follow up (maximum 100 words each)
For students : Prospectus	30.06.2017	The Prospectus serves as a Guide Book for the learners. Master Routine and Academic Calendar provide information about class-time schedule (weekly), teaching days (month-wise). This information Brochure makes students aware of Course-Curriculum, Semester-wise CIE (Continuous Internal Evaluation) and Semester-end examination (conducted by Burdwan University). Duties and responsibilities of a learner are given in the prospectus. For a fresher this hand book is very effective in terms of different student support facilities, both financial and academic. Students get first-hand information about hostel, NCC, NSS and multi-gym from the Prospectus.
For teachers: Statute (Burdwan University), Service Rules for University and College Teachers (Govt. Of West Bengal)	1981 http://www.buruniv.ac.in/Downloads/Docs/BU_Statute.pdf http://wbhed.gov.in/readwrite/uploads/WBSTHED_ACT.PDF http://wbhed.gov.in/readwrite/uploads/1461915241.pdf	Web links given in the previous column guide teaching staff about their Academic Duties, viz. Class Schedule, Tutorial Classes, Examination-related Assignments set by the college and the University, Administrative duties, service benefits, etc.
For Support Staff: Statute (Burdwan University), Service Rules for Non-Teaching employees of State Govt. Aided colleges (Govt. Of West Bengal)	1981 http://www.buruniv.ac.in/Downloads/Docs/BU_Statute.pdf http://wbhed.gov.in/readwrite/uploads/wbuniversitiesadministrationandregulationact2017.pdf http://www.wbja.nic.in/wbja_adm/files/West%20Bengal%20Services%20%28Revision%20of%20Pay%20and%2	Administrative, technical and support staff are guided by rules given in the links on the left-hand column. Dealings with UGC, State Govt. And the affiliating University are done by administrative staff. Salary bills and student related assignments like admission, registration, examination Form fill-up, financial transaction and account maintenance are the duties of them.

[0Allowance%29%20Rules,%202009.pdf](#)

Technical staff helps teachers to run laboratories and libraries smoothly. Support staff help teachers, administrative staff and technical staff as instructed.

7.1.6 Activities conducted for promotion of universal Values and Ethics

http://www.katwacollege.ac.in/core_value.php

Activity	Duration (from-----to-----)	Number of participants
Celebration of Independence Day	15.08.2017	~400
Observance of Swami Vivekananda's birthday as National Youth Day	12.01.2018	~250
Observance of Netaji's birthday	23.01.2018	~200
Observance of Republic Day	26.01.2018	~300
Saraswati Puja	22.01.2018 to 23.01.2018	Over 3000
Observance of Navi Diwas	20.09.2017	~200

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

- The greenery in the main Campus is preserved with care so that an ecological balance may be maintained in the area. There is one medicinal plant garden and two floral gardens inside the Campus which help the environment as well as serve the students of the Department of Botany.
- NSS Volunteers and NCC Cadets keep the campus clean and green. Plants, trees and lawns are maintained regularly.
- A noise-free generator of 65 KVA has been installed for uninterrupted power supply throughout the day.
- Observance of World Environmental Day
- Medicinal Plant Garden is maintained properly.
- NSS conducts Awareness Programmes on the use of eco-friendly products.
- The Institution is striving to become plastic-free and has succeeded in doing so to a large extent.
- Campus is declared as No-tobacco zone.
- A huge number of students, both male and female, as well as quite a few staff use bicycles for attending the college.
- Students and most staff coming from outside the town use public transport for attending the College.

7.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link:

http://katwacollege.ac.in/mission_vision.php

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words: http://katwacollege.ac.in/mission_vision.php

8. Future Plans of action for next academic year (500 words)

The college hopes to materialize the following in the session 2018-19

1. Girls' hostel that was started during the XIth plan
2. Repair and renovation of the main and science buildings with smart classroom facilities.
3. Procurement of books, equipments and chemicals as per requirement of the newly introduced CBCS syllabus of different subjects
4. Extension of the Administrative Building
5. Smooth functioning of the online examination system
6. Mentor – mentee functioning mechanism
7. Introduction of Student Satisfaction Survey
8. Conducting Academic and Administrative Audits
9. Conducting Green Audit
10. Conducting Feedback Analysis
11. Organising programmes on Gender Sensitisation

Name KEDAR NATH MITRA

Name NIRMALENDU SARKAR

Kedar Nath Mitra

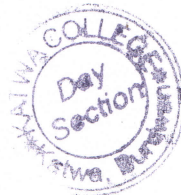
Signature of the Coordinator, IQAC

Co-ordinator
IQAC
Katwa College
Katwa, Purba Bardhaman

N. Sarkar

Signature of the Chairperson, IQAC

Principal
KATWA COLLEGE



Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

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